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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC HANDBOOK
NO. 10-35-10

SECURITY
12 May 1967

EMERGENCY EVACUATION PROCEDURES

RESCISSION: NPIC Handbook 10-35-2, dated 9 January 1964

*Rescinded per
NPIC HNB 10-2
July 73*

1. The following procedures are designed to cover the mass evacuation of [] in case of fire or other emergency requiring all persons to leave the building. It should be noted that the means for signaling evacuation is by the use of fire alarm bells. [] is also equipped with the City Civil Defense Alarm System which uses horns. When this alarm sounds signaling a possible atomic attack, employees should not evacuate but should take cover in the corridors on the second through the fifth floors. Stairways have also been designated as shelter areas.

2. [] is divided into roughly three equal vertical sections, each section having a stairwell and an elevator shaft. There are fire doors in the main corridor on each floor between the sections. All vault doors, both regular entrance and the emergency-exit doors, open into these main corridors. Only stairways and corridors are to be used in an emergency evacuation, as a power failure could disable the elevators.

3. When an evacuation alarm is sounded by means of fire bells located throughout the building, personnel within a vaulted area will immediately evacuate the area without delaying to secure any classified material. The vault wardens and their assistants will secure all vault doors after all known personnel have left the vault. Those employees within an "open" or non-vault area will secure all classified material in their respective work area and any adjoining work area if the regular occupant is not there. It is possible that only a portion of the building would have to be evacuated. In this case, only the fire bells in that vault, area or floor would sound. As a general rule, however, if an employee hears a fire bell he should evacuate the building immediately.

4. Each employee is responsible for knowing both a primary and a secondary route for leaving his own work area and for getting to the main corridor. Evacuation from the building shall be as follows:

a. Persons in offices and vaults with doors leading into the corridors of the north section of the building shall descend

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by the north stairway to the first floor where they will leave the building by the emergency-exit door at the north end of the corridor.

b. Persons in offices or vaults with doors leading into the corridors of the center section of the building shall descend by the center stairway to the first floor where they will enter the lobby through the emergency-exit door at the foot of the stairs, and then leave the building by the front or main doors.

c. Persons in offices or vaults with doors leading into the corridors of the south section of the building shall descend by the south stairway to the first floor corridor, whence they shall proceed to the emergency-exit door at the southeast corner of the building adjacent to the Annex.

d. Persons in offices or vaults on the 6th floor will normally descend by the north stairway and exit the building as described in paragraph 3a above. However, should the north stairway be blocked by fire or smoke, 6th floor personnel should use the alternate stairway located off the corridor in the southwest portion of the 6th floor. This stairway does not lead to the first floor of the building, but terminates on the 5th floor; therefore, once the fifth floor is reached, personnel should proceed south to the Center Stairway and exit the building as prescribed in 3b above.

e. Persons not in their offices at the time an alarm is sounded shall not return to their offices but will promptly depart from the building via the route designated for the area in which they are at the moment located.

f. Persons in the GSI Cafeteria at the time an alarm is sounded shall exit the cafeteria by the double glass doors at the south end of the cafeteria and exit the building through the main lobby and the front doors.

g. Visitors in the building at the time of an alarm shall be escorted by the NPIC personnel responsible for them.

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h. The first persons to arrive at a first floor emergency exit door will open it, and then stand by to prevent unauthorized entrance by anyone until relieved by the Exit Warden or by a GSA Guard or a Security Officer.

5. Building badges need not be shown upon leaving the building in an emergency evacuation, but will be retained by employees and must be displayed to regain admittance when the "all clear" is sounded. Those persons who have lost or misplaced their building badges will be required to process through the receptionist at the main entrance.

6. Upon departing from the building in an evacuation, all persons will proceed directly to the vicinity of the nearest fence, except for those persons leaving through the door at the north end of the building; this latter group will proceed to the fence at the northwest corner of the compound. All persons are cautioned to leave lanes for firemen and fire-fighting equipment to pass through without obstruction or delay. Upon reaching their respective rally areas, personnel will remain there until the "all clear" or other order is given by those directing the evacuation.

7. When ordered to return to the building, personnel will enter through the same doors utilized for exiting. Persons who do not have their building badge will re-enter through the front or main entrance and process through the Building Receptionist.

8. Evacuation Wardens will be designated as set forth in paragraph 9. Such wardens will have duties as follows:

a. Vault or Area Warden: A person designated as a Vault or Area Warden will assist in evacuating his assigned vault or non-vault area, and will secure it after he has checked to see that all persons are out of the vault or area. If an active fire is burning within his vault or area, the Vault or Area Warden should position himself so that he is in no danger but can direct a GSA Guard or a Security Officer to the source of the fire. Otherwise, he will secure the vault doors or the area doors, check to see that all persons have left the main corridor in his section of the building, and then report completion of the evacuation to the Security Officer on [] using the nearest corridor telephone. It is not required that any security alarm be activated in an emergency evacuation.

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b. Stairway Warden: A person designated as a Stairway Warden will proceed immediately to the stairway in his section to direct the orderly egress from his floor, or to direct personnel to another stairway if his is blocked by smoke or fire. The Stairway Warden should proceed to his post upon sounding of the evacuation bell, leaving the securing of his work space to someone else. He will remain at his post until the Vault Warden tells him that the areas and corridors have been evacuated, then he will depart from the building.

c. Exit Warden: A person designated as an Exit Warden will proceed immediately to his assigned post upon sounding of the evacuation alarm, leaving to someone else the task of securing his work space. He will open the exit doors, if not already open, and then stand by to supervise the exit and prevent entry by other than fire-fighting and security personnel. He will remain at his post unless and until relieved by a GSA Guard or a Security Officer. When the "all clear" is sounded, he will admit only those persons displaying appropriate building badges. He will direct persons without badges to the main entrance and the Building Receptionist.

9. Staff and Division Chiefs shall appoint the following Wardens:

a. A Vault Warden and an Area Warden for each vault and for each non-vaulted area within their respective jurisdictions. Also, one or more Alternate Vault and Area Wardens shall be appointed to assist the Warden and act for the Warden if he is not immediately available when the evacuation alarm sounds. A listing of such Wardens and Alternate Wardens shall be furnished the Chief, Security Branch, SS/NPIC.

b. A Stairway Warden and an Alternate Stairway Warden for the stairs in their respective sections as indicated below:

(1) Support Staff for the North Stairway,
6th floor.

(2) Operations Staff for the South Stairway,
6th floor.

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- (3) Army/SpAD for the North and Center Stairways, 5th floor.
- (4) DIA for the South Stairway, 5th floor.
- (5) Technical Development Staff for the North Stairway, 4th floor.
- (6) Publications Division for the Center Stairway, 4th floor.
- (7) Collateral Support Division for the South Stairway, 4th floor.
- (8) Imagery Analysis Staff for the North and Center Stairways, 3rd floor.
- (9) Photographic Analysis Group for the South Stairway, 3rd floor.
- (10) Technical Intelligence Division for the North Stairway, 2nd floor.
- (11) Production Services Division for the Center and South Stairways, 2nd floor.

c. An Exit Warden and an Alternate Exit Warden for the First Floor Emergency Exits as indicated below. Names of such Exit Wardens shall be furnished by memorandum to the Chief, Security Branch, SS/NPIC.

- (1) Support Staff for the North Emergency Exit.
- (2) Production Services Division for the Center Emergency Exit at the foot of the Center Stairway and for the Southeast Emergency Exit.

The Security Branch will be responsible for the turnstile area at the Main Entrance.

10. Attached is a list of WHAT TO DO when the Fire Bell or the evacuation alarm sounds. Each employee should remember the essentials

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of this list and keep it at hand for ready reference and periodical re-reading.

11. A plan of the building by floors showing the routes of exit and the location of fire doors is attached so that all personnel may orient themselves as to which route they are to use in an emergency.

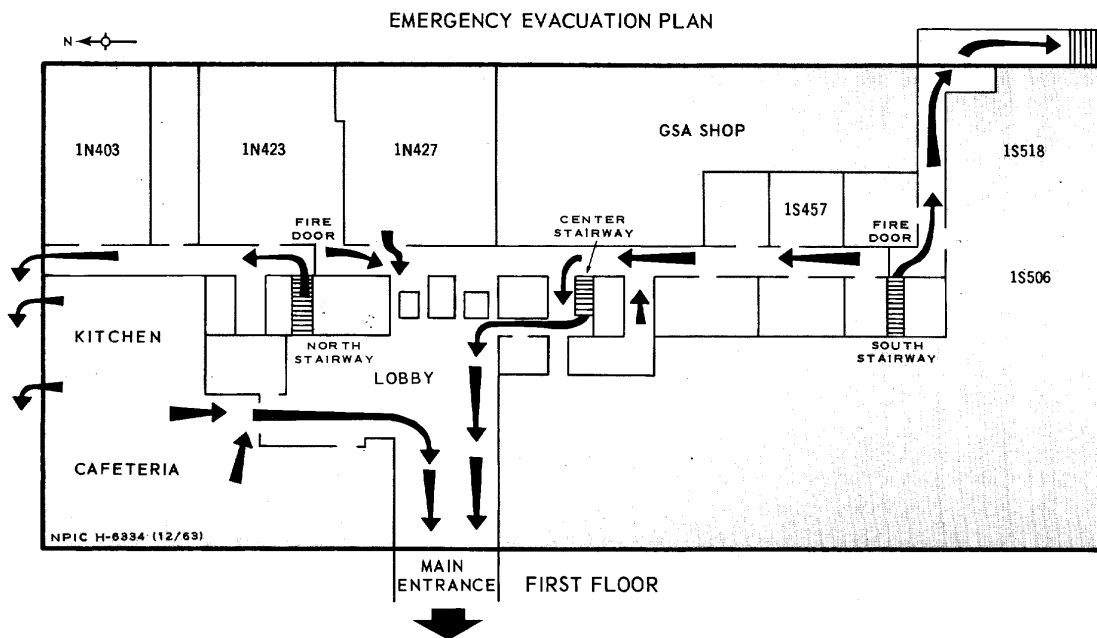


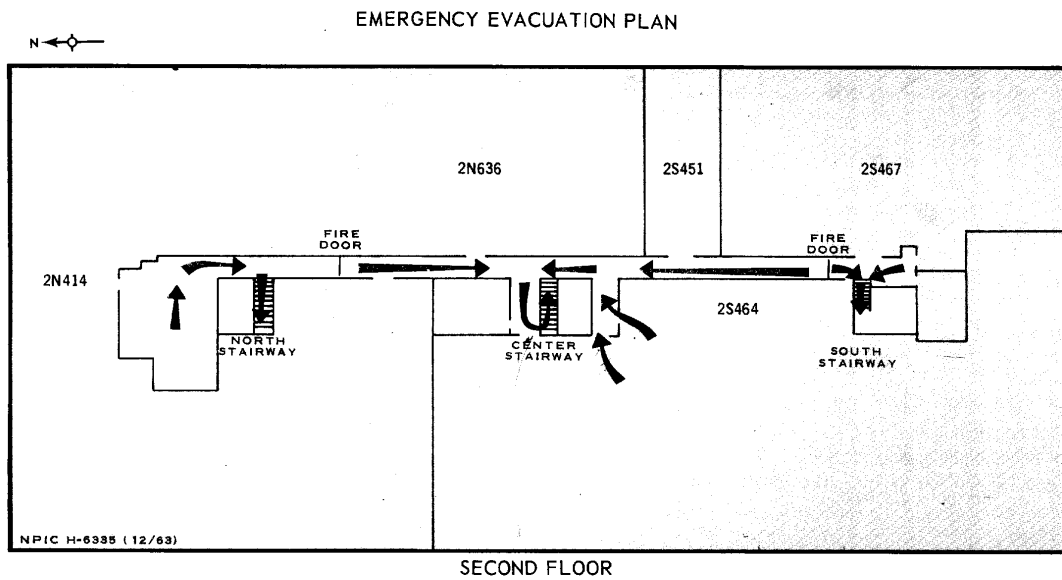
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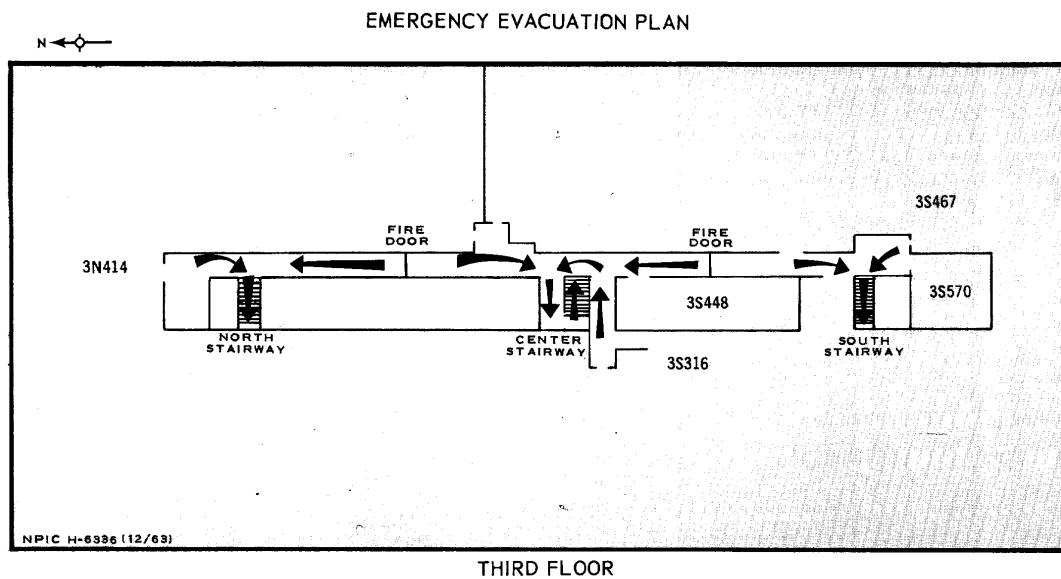
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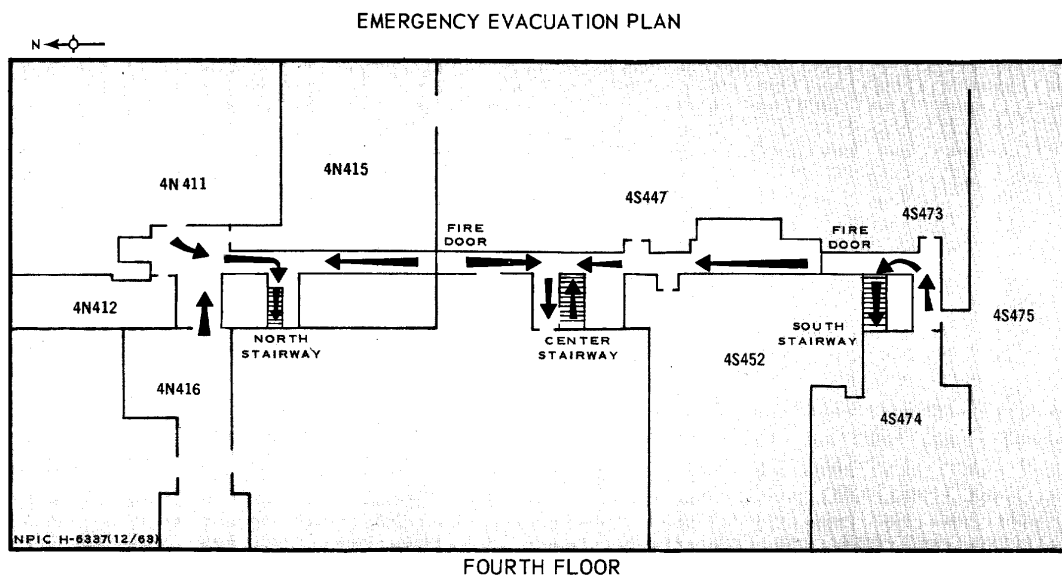
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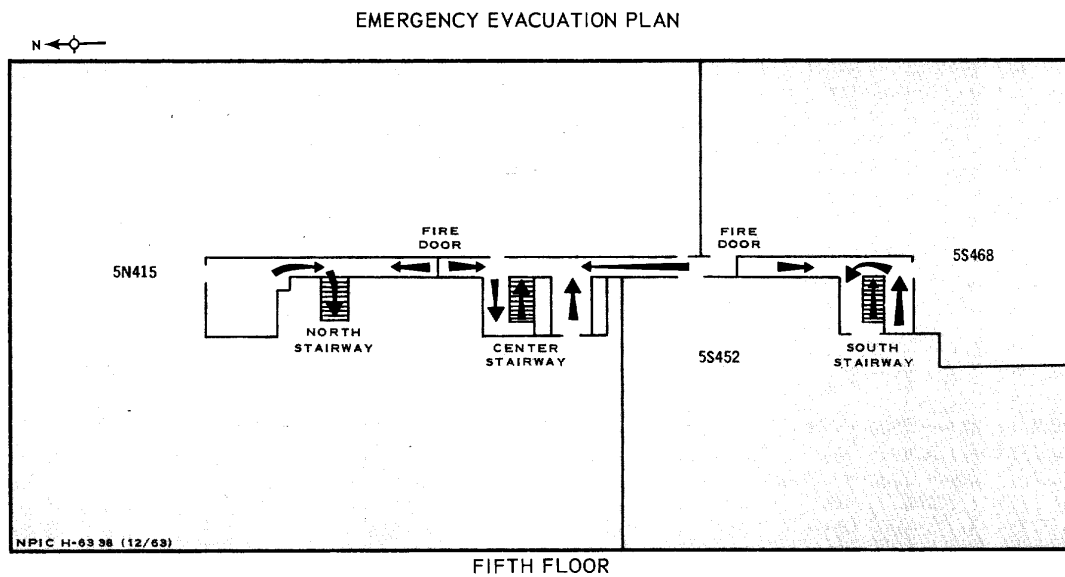
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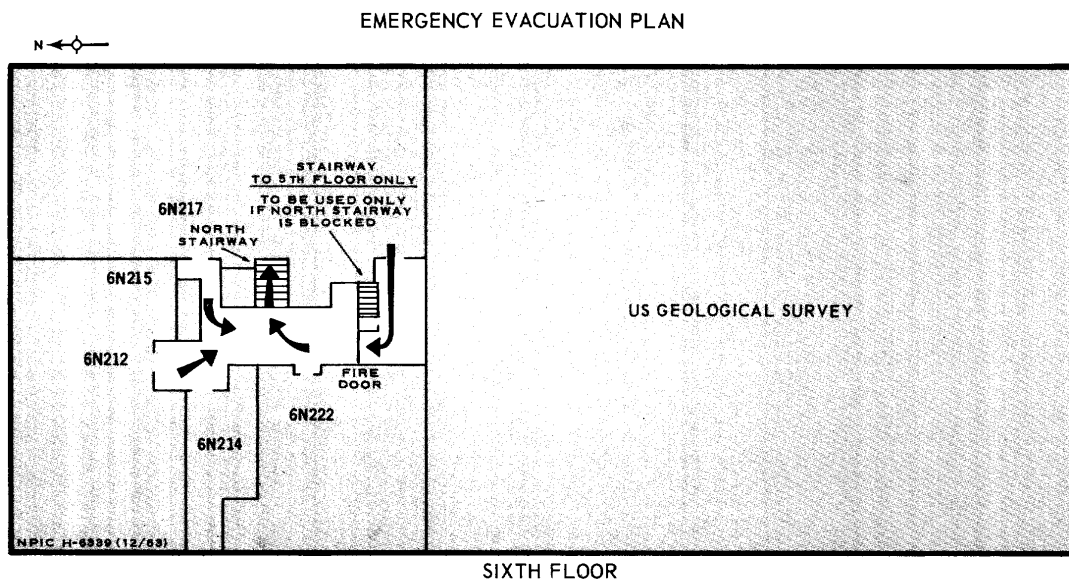












W H A T T O D O

WHEN THE FIRE BELL OR EVACUATION ALARM SOUNDS

PART I

EMPLOYEES IN VAULTED AREAS WILL TAKE THE FOLLOWING ACTION:

1. Do not use telephone following sounding of alarm.
2. Obtain outer clothing.
3. Wear building badge in plain sight.
4. Escort visitors.
5. Walk to assigned stairway and descend. Third and Fifth Floor personnel keep to the right; Second, Fourth and Sixth Floor personnel keep to the left.
6. Vacate the building and report to respective rally areas with visitors.
7. Await "all clear" in rally areas. Do not wander from the rally area.

PART II

EMPLOYEES IN NON-VAULTED AREAS WILL DO ALL OF THE ABOVE PLUS:

1. Secure own work area and all classified materials
 - a. Store classified material -- documents, waste, etc.
 - b. Check floors, desks, table-tops, equipment, etc.
 - c. Lock all combination locks and safes.
2. Secure any adjoining work area if regular occupant is not there.

PART III

WHEN THE "ALL CLEAR" SIGNAL IS GIVEN, EACH EMPLOYEE WILL:

1. Re-enter the building.
2. Exhibit building badge to Exit Warden, Guard or Security Officer.
3. Return to respective work areas via elevators and stairways.

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